

**Board Meeting Agenda**

June 9, 2020  
2:00 P.M.

**Call Meeting to Order:**

**Reading and approval of the minutes:**

**Approval of the meeting agenda:**

**Review and Initial disbursements:**

**Questions / comments from the public:**

**Old Business:**

- **Status of Projects:**
  - Freeport Area Water line Extension:
    - Receive Report
    - Drawdown #8
    - Review and Approve IJDC Binding Commitment Letter
  - Newark Sewer; Spring Valley:
    - Receive Report
    - Drawdown #8
    - Engineering Agreement Amendment #1

**New Business:** None at this time

**Miscellaneous:**

Review and approve engagement letters Bennett & Dobbins

Review and approve 2020/2021 Water System Operating Budget

Review and approve 2020/2021 Sewer System Operating Budget

April 2020, System Operational Report

**Next Meeting:** July 14, 2020 @ 2:00pm

**Adjourn Meeting:**

CLAYWOOD PARK PUBLIC SERVICE DISTRICT  
P.O.BOX 127  
PARKERSBURG, WV 26102

BOARD OF COMMISSIONERS MEETING

DATE: June 9, 2020

TIME: 2:00 p.m.

PLACE: Claywood Park PSD Business Office, 594 Davisville Road, Davisville, WV 26142

BOARD MEMBERS ATTENDING: Edna Summers, Secretary/Treasurer, Jim Cox, member

OTHERS IN ATTENDANCE: Shayne Brabham General Manager, A.J. Allen, Assistant Manager.

Edna Summer, Secretary/Treasurer called the meeting to order.

Commissioner Summers asked if there were no objections, the Board would dispense with the reading of the minutes from the previous meeting, there were no objections. A motion to accept the minutes as presented was made by Commissioner Cox and seconded by Commissioner Summers passed unanimously.

Commissioner Summers asked for a motion to approve and accept the meeting agenda. A motion made by Commissioner Cox and seconded by Commissioner Summers passed unanimously.

**Disbursements:** The May 2020 disbursements were reviewed and initialed by all commissioner's present.

**Questions and Comments from the Public:** There were none

**Old Business:**

**Freeport Area Waterline Extension Project:** Mr. Brabham presented to the board for approval a binding commitment of a \$500,000.00 grant from IJDC as part of the funding package. A motion was made to approve Chairman Miller to sign commitment letter by commissioner Cox and seconded by commissioner Summers passed unanimously.

Mr. Brabham presented to the board for approval of Drawdown #8 in the amount of \$1003.02 to MOVRC for administrative services. A motion to accept was made by commissioner Cox and seconded by commissioner Summers passed unanimously.

**Newark Sewer Phase II / Spring Valley Sewer Project:** Mr. Brabham presented to the board for approval Drawdown #8 in the amount of \$1069.84 to MOVRC for administrative services. A motion to accept was made by commissioner Cox and seconded by commissioner Summers passed unanimously.

**New Business:** Nothing at this time

**Miscellaneous:** .

Mr. Brabham presented to the board for approval an engagement letter from Bennett & Dobbins PLLC, to

prepare financial statements for the 2020 Audit Report. A motion to accept was made by commissioner Cox and seconded by commissioner Summers passed unanimously

Mr. Brabham presented to the board for approval and engagement letter from Bennett & Dobbins PLLC, to prepare and submit the 2020 PSC Annual Report. A motion to accept was made by commissioner Cox and seconded by commissioner Summers passed unanimously


Mr. Brabham presented to the board for approval the 2020/2021 water system operating budget. After a brief discussion a motion was made to accept by commissioner Cox and seconded by commissioner Summers passed unanimously.

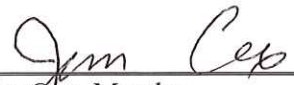
Mr. Brabham presented to the board for approval the 2020/2021 sewer system operating budget. After a brief discussion a motion to accept was made by commissioner Cox and seconded by commissioner Summers passed unanimously.

Mr. Brabham gave the May operational report. He reported that we had a major line failure located on Kites Run below a road slip. This required the installation of a temporary line to be installed above ground. A directional drill will be required to make the final repair.

Commissioner Summers asked if there were any further business to come before the Board. A motion made by Commissioner Cox and seconded by Commissioner Summer to adjourn the meeting, passed unanimously, and the meeting was adjourned at 3:20 p.m.

  
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ABSENT  
Michael A. Miller, Chairman

  
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Edna Summers, Member

  
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Jim Cox, Member